

City of Franklin Addendum No. 1 to

Purchasing Office Solicitation No.: 2014-019

1. Solicitation identified: This Addendum No. 1 applies to the following procurement:
professional master planning services for development of a comprehensive parks & recreation 10-year needs assessment
Purchasing Office Solicitation No.: 2014-019
2. Legal notice publication date: **March 6, 2014**
3. Request for Qualifications release date: **March 7, 2014**
4. Addendum No. 1 release date: **March 14, 2014**
5. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **April 1, 2014, 2:00 p.m. Central Time**
6. Response submittal deadline and scheduled opening: **April 10, 2014, 2:00 p.m. Central Time**
7. Tentative date of release of City's tabulation of response submittals received and notice of intent to award: **May 23, 2014**
8. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the best qualified responsive and responsible potential service provider: **June 10, 2014**
9. Addendum:

In reference to the City of Franklin's March 7, 2014 Purchasing Office Solicitation No. 2014-019 for parks master planning consulting services, the City has determined that certain aspects of the solicitation need to be revised.

The purpose of this Addendum No. 1 is: (1) to announce to all vendors who are known or thought to be interested in responding to the referenced solicitation the City's determination to revise the solicitation; and (2) to distribute the revision.

Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

April 10, 2014, 2:00 p.m. Central Time

City of Franklin Addendum No. 1 to

Purchasing Office Solicitation No.: 2014-019

Below is the revision:

Section 11.7, entitled “Insurance Requirements,” of the Request for Proposals is hereby replaced in its entirety to read as follows:

11.7. Insurance Requirements

Prior to award of the procurement by the City, the successful service provider shall provide one or more unexpired certificates of insurance providing evidence of the following minimum types and limits of insurance coverage:

Type of Coverage	Limits of Coverage	Certificate of Insurance
Commercial General Liability	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate \$1,000,000 Personal and Advertising Injury \$2,000,000 Products-Completed Operations Aggregate	Certificate of Insurance shall include the City of Franklin as Additional Insured <u>with attachment</u> of the Additional Insured endorsement
Automobile Liability (Owned, Non-Owned, and Hired Vehicles)	\$1,000,000 Combined Single Limit Each Accident	Certificate Holder only
Workers Compensation	Statutory limits	Certificate Holder only
Employers Liability	\$1,000,000 Bodily Injury Each Accident \$1,000,000 Policy Limit Bodily Injury by Disease \$1,000,000 Each Employee Bodily Injury by Disease	Certificate Holder only
Professional Liability (if applicable)	\$1,000,000 Combined Single Limit	Certificate Holder only

If and when insurance coverage documented by the certificate(s) of insurance referenced above expires before the expiration of any specified term of award, including any extensions thereto, or the delivery and acceptance of the ordered products and/or services, then the successful service provider shall provide, prior to said insurance coverage expiration, one or more unexpired certificates of insurance that indicates the new date(s) of insurance coverage expiration and that meets or exceeds the insurance requirements as specified above.

In the event that insurance coverage documented by the certificate(s) of insurance referenced above is materially modified or canceled before the expiration of any specified term of award, including any extensions thereto, or the delivery and acceptance of the ordered products and/or services, then the successful service provider shall notify the City, within three (3) calendar days of knowing or being notified itself, of any such material modification or cancellation.

City of Franklin Addendum No. 1 to

Purchasing Office Solicitation No.: 2014-019

10. Acknowledge receipt of addendum: Proposers shall acknowledge receipt of this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."
11. Questions, requests for clarifications, and requests to revise the procurement solicitation; addenda: To ask questions, to request clarifications about any aspect of this procurement solicitation, or to request revisions to the procurement solicitation prior to the deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of the procurement solicitation, please contact:

City of Franklin Purchasing Office
Franklin City Hall, Suite 107
109 3rd Ave. South
Franklin, TN 37064
purchasing@franklinton.gov
Tel: 615/550-6692
Fax: 615/550-0079

Depending upon the inquiry, the City may request that the question, request for clarification, or request for revision be submitted in writing, whereupon the City may make all vendors known or thought to be interested in the solicitation aware of the inquiry and of the City's response thereto.

12. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.